

Certification Letter

A **Certification Letter** provides assurance that the health department will, at any later date issue a construction permit for a specified size sewage disposal system as long as the soil and site conditions in the approved area have not changed. The letter is transferred with title to the property and does not have an expiration date. The same state fee as for a permit must be paid when applying for a certification letter but that fee will be applied to the application fee for a construction permit if made within 18 months. After 18 months all state and local fees are due when applying for a construction permit.

- Complete an [Application](#) for a Certification Letter at the Health Department. Information needed for the application includes applicant's name, mailing address, daytime telephone number, Tax Map and Parcel number, subdivision name, section, block, and lot number, the number of proposed bedrooms, exact directions to the property. [Fees Will Apply](#).
- Submit a copy of the plat with the following items sketched on it: The metes and bounds of the property, potential house site identified by at least two measurements to two fixed points, potential sewage disposal system and well sites shown in relation to the potential house site, and all existing wells, sewage disposal systems, springs, streams, and drainage ways within 200 feet of potential house site (including neighboring lots). [Site Sketch Sample](#)
- You will be given an appointment date. It is preferred that the applicant or a representative meets with the Health Department Environmental Health Specialist. If not, then the potential house site, property lines, proposed sewage disposal and well areas must be clearly marked.
- Backhoe pits are required for Health Dept staff to perform the soils evaluation required to issue a certification letter or construction permit for an on-site sewage disposal system. The cost of hiring the backhoe operator and making arrangements for the site visit are the responsibility of the applicant. This policy may apply for lots without an active permit even if previously approved by the Health Department as part of a subdivision and for any Level 2 reviews of work submitted by a private soil consultant, CPSS, AOSE or professional engineer (PE) when deemed appropriate by this office.
- Because a certification letter is not viewed as essential for the protection of public health but is issued for other purposes, applications for certification letters may not be scheduled by a local health department during a time when the issuing of construction permits for wells and sewage systems is excessive.
- At other times when applications are accepted, they are subject to delay in processing in order to give preference to the construction permits. Applications made for certification letters which are accompanied by privately prepared soils reports are given priority over those without any soils information because they require less time from the health department environmental health specialist (EHS).
- After the site work has been completed and a suitable site is found, the Specialist will designate an approved sewage disposal area which you must have surveyed by a certified land surveyor and a copy of the survey must be submitted to the Health Department within **90 days** of the site visit. Upon receipt of survey plat, the Certification Letter will be issued.
- The Certification Letter does become void once a sewage disposal construction permit has been issued or if site conditions on the property change that would interfere with the installation of the sewage disposal system in the surveyed area.